Division of Educational Extension

Library Service

Washington
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1919

PROBLEMS OF READJUSTMENT

WITH this issue FOOD NEWS NOTES FOR PUBLIC LIBRARIES passes to the Division of Educational Extension of the Bureau of Education, Department of the Interior, under a new name—NATIONAL LIBRARY SERVICE.

The ending of the active stage of the war alters somewhat the scope of this periodical. There are still war messages of the Government to be transmitted to the people through the libraries, such as the need for the large production and saving of food, the continuance of thrift stamp and Liberty Loan campaigns, and the generous support of the Red Cross and other agencies ministering to our victorious soldiers and sailors at home and abroad. New problems, however, arise with the approach of peace, and to the solution of these also the libraries must lend their aid. The rehabilitation and placement of our returning soldiers; the reclamation of waste lands as a heritage with which to endow them; the furtherance of measures of our Government to prevent the recurrence of the scourge of war; above all, active aid in support of movements to assist our "melting pot" in casting out the slag of alienism and disloyalty, and fusing foreign born and native born in a single, homogeneous, progressive American stock—these are some of the new services for which NATIONAL LIBRARY SERVICE bespeaks the active aid and support of the libraries of America.

The Division of Educational Extension has for its purpose the direct service of the public in educational ways, and especially through cooperation with State university extension organizations in making more available the educative resources of the Government which are less widely known than they deserve to be. In both undertakings it asks the active aid of the librarians of America, to whom this periodical is addressed.

J. J. PETTIJOHN,
Director, Division of Educational Extension.

January, 1919.

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NATIONAL LIBRARY SERVICE

N. L. S. stands for National Library Service, created in recognition of the war service performed by the librarians of the United States and in acknowledgment of the necessity for a progressive readjustment.

Its main purpose will be to connect libraries more closely with their communities, to the end that individuals may look to their town or city libraries for current as well as historic information, and that librarians may be alive to the needs of the hour and alert to advertise information that will give the background of knowledge necessary to produce intelligent action.

The service will aim to be a clearing house for organizations and departments with a message for the public which can be appropriately delivered by librarians. In short, the Washington office will endeavor to give for the libraries a survey of that field of service which makes for better American citizenship.

An Information Bureau.

The Service will act as a library information bureau for the Division of Educational Extension.

Library.

Books, pamphlets, bibliographies, and distributive material of interest to libraries from various Government departments, will be assembled in the main office.

Current topic bibliographies.

Publishers will be requested to furnish this office with books on timely topics which the Division of Educational Extension wishes stressed, and short bibliographies of those approved will be prepared.

Community cooperation.

Ways of cooperating with the community will be suggested.

Bulletin.

A bulletin will be issued with one leading article and a digest of Government activities, leaving it to the initiative of the librarians to stress that which is of interest and importance to his patrons.

Office machinery.

The office machinery lines up as follows: Chief of the Library Service and office force; a chief of Library Extension Service in each State. The Chief of the Service in Washington will have a consulting committee and the State Directors will also have such committees.

Headquarters for library information.

Librarians wanting information about Government activities will have a headquarters for such information.

NOTICE

LIBRARIANS EVERYWHERE ARE REQUESTED TO SEND QUESTIONS AND SUGGESTIONS. TELL US HOW HEADQUARTERS CAN BEST SERVE YOU; WHAT YOU WOULD LIKE WRITTEN ABOUT IN THE BULLETIN, ETC. ADDRESS LIBRARY SERVICE, ROOM 6008, NEW INTERIOR BUILDING, WASHINGTON, D. C.

THE LIBRARY AND THE EXTENSION DIVISION

Mary B. Orvis

THE librarian and the university extension worker have fundamentally the same common purpose and many common problems. The Division of Educational Extension is created to serve both institutions. If this Division can help them to cooperate with each other, it will have greatly increased the influence of each.

Formerly both the library and the university were organized on the repository idea and the public was expected to seek them out. But the twentieth century ushered in a new and more democratic era—an era of educational extension. In the libraries this movement took the form of circulation and branch library service; of public lectures, and of hospitality to all sorts of community and civic committees. In the universities it took the form of university extension, which means the extension of the resources of the university to all the people of the State rather than to the few who can attend as resident students.

The devices for taking the university to the people are: CORRESPONDENCE STUDY, in which the student prepares his papers under the guidance of a distant instructor, who corrects them and returns them to the student; CLASS STUDY, in which a university instructor meets a group in some town away from the university once a week; promotion of PUBLIC DISCUSSION and debate through outlines, bibliographies, and "package libraries" sent out to schools and women's clubs and civic organizations; and PUBLIC-WELFARE SERVICE, which embraces such activities as public health, community center, and child-welfare promotion, the lending of lantern slides, films, charts, and exhibits of all sorts for visual instruction, the holding of special conferences for the consideration of public problems and the publication of bulletins and reports of special and general interest.

The university needs the cooperation of every librarian in the State if it is to put across its courses of study and its messages for the promotion of the common good. It needs the library's bulletin board for its announcements, the reference shelves for its texts and assigned readings, the reading rooms for its publications, and the assembly rooms for its lectures and class recitations. It needs the services of the librarian herself as a guide to people who want to know how and where they can receive the best instruction. And it has the right to ask such services of any librarian who is, like the university worker, a public servant.

The librarian needs the university no less. Every extension worker can be, and generally is, a booster for the library. University study implies the constant use of the library in the city in which classes are held or correspondence courses are given. The extension instructor generally sends his lists of texts and references to the librarian before the first meeting of his class, and when he meets his class he resorts to the good old academic custom of giving out an "assignment." The assignment takes the student, and generally some of his friends, into the library.

State departments, such as the industrial, public health, public instruction, charities and corrections, parks and recreations, and legislative reference, have much valuable data with which librarians should be more familiar, and they also have propaganda which the libraries can effectively supplement. The University Extension Division acts as a clearing house for this kind of information. It is particularly qualified to undertake effective popularization of publications and reports that are too technical to be widely read, yet are of great public importance.

Many of the universities have the package library, an instrument for the promotion of intelligent public discussion, with which every librarian should be familiar. The "package library" is a collection of pamphlets, bulletins, reports, magazine and newspaper articles; in short, the latest material selected from a chosen field of subjects instead of the whole field of current questions. It

assembles in a compact collection, as easily carried as a book, published material that could only be laboriously collected by a general librarian with immeasurably large resources. In many States it has helped materially in the promotion of clarifying discussion of such subjects as woman's suffrage, Government ownership, immigration, prohibition, the Monroe Doctrine, and, more recently, a League of Nations and universal military service.

These little libraries have been immensely popular. Some extension divisions receive several hundred calls a month for them, often having as many as a hundred demands for libraries on a single subject that is up for legislation. The public library is the logical local representative of the State extension division public discussion bureau, and the librarian who wishes to do her utmost to stimulate and guide intelligent discussion will gladly avail herself of this service.

THE PRESENT AND ALL THAT IT HOLDS BELONGS TO THE NATIONS AND THE PEOPLES WHO PRESERVE THEIR SELF-CONTROL AND THE ORDERLY PROCESSES OF THEIR GOVERNMENTS; THE FUTURE TO THOSE WHO PROVE THEMSELVES THE TRUE FRIEND OF MANKIND.—WOODROW WILSON.

OUR GREAT PRESIDENT SAID IN ONE OF HIS RECENT SPEECHES: "IT IS NOT ONLY DILIGENTLY TO PURSUE BUSINESS, BUT ALSO TO SEEK THIS SORT OF COMRADESHIP, THAT I FEEL IT IS A PRIVILEGE TO HAVE COME ACROSS THE SEAS."

THAT INDEFINABLE SOMETHING THAT WILL LEND STABILITY TO OUR PURPOSE AND THAT WILL INSURE LASTING RESULTS FOR OUR ACTION IS THE SENSE OF COMRADESHIP THAT WE GET FROM KNOWING OUR FELLOWS.

THE LIBRARY'S NEWSPAPER

The Bulletin Board is the Library's newspaper, and its skillful editing is a task worthy of quite as much consideration as the keeping of the accession book.

Each librarian will necessarily edit his bulletin according to the requirements of his neighborhood, but there are certain fundamental principles underlying all bulletin editing:

(1) Verification of a statement's validity.

(2) The present value of news items.

(3) Methods of presenting material.

1. It goes without saying that a statement must be backed by responsible authority; it is wise, therefore, to quote the source of any posted information.

2. The fact may be of interest because of historic, economic, or scientific value attached thereto, but if unrelated to the present it does not belong on the Library Bulletin Board. Skillful editing often permits the use of what could otherwise appear pointless incidents unrelated in any way to modern affairs, for instance:

"THE BRAVEST OF THESE ARE THE BELGAE." Julius Caesar, B. C. 57.

"THE BELGIAN ARMY FIGHTING ALONE FIRST BROKE THE INVADERS' AUDACIOUS INITIATIVE." Albert, 1918.

(*Ask at the Circulating desk for Albert's great speech to his people.*)

DECEMBER 28—WILSON CALLS FOR UNIVERSAL BROTHERHOOD.

(*See current interest table.*)

It is the librarian's duty to see that on a table or shelf, with sign "Of current interest," are displayed books of Wilson's speeches or pictures or volumes relating to the recently liberated countries.

3. A good heading for the board should be chosen—not "Bulletin Board," but "Library Newspaper," or "Read the news," etc. The board itself should be clean and attractive. Framed cork carpet with a wood backing, mounted on a standard after the manner of an old-fashioned fire screen, proves a satisfactory board and can be placed where it is most needed. This place should not be arbitrarily changed, as the public will form a habit of looking for the news in the same spot. Under this heading a few pertinent points may be briefly noted:

A. Proportion of board: Never plan a square bulletin board; 3 by 5 represents an agreeable proportion, the width being less than the height. If the greater length comes horizontally there is danger of too many words to a line if a lettered sign is used. No lettered line should be over four or five words to a line.

B. Too many notices on the board are worse than none at all. Out-of-date matter is inexcusable.

C. Constant change of appearance is good. This can be achieved by use of cut-out illustrations, photographs, maps, etc. Occasionally the appearance of the board can be changed by covering it with a large sheet of plain colored paper. Any librarian with ordinary ability can learn to letter and she will find this art invaluable.

D. Lettering tools:

T square,
Triangle,
Soft pencil,
Show card painter's brush (5 and 10 are good sizes).
Show card painter's ink.

Outline letters with pencil; use the edge of the brush for fine lines, flat surface for broad lines. Don't buy expensive paper. Wall paper, wrapping paper, or book-covering paper will answer.

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E. Do not choose a highly ornamental alphabet.

If you can not afford a lettering book or a sign-painter's manual, copy alphabet from a child's primer.

Always letter between ruled lines.

F. Emphasis.

Emphasize important words and lines by making them darker and giving them plenty of space.

Emphasis comes best at the top. There should not be over one emphatic point.

G. Arrangement of words.

Watch margins and avoid too many indentations.

Consider the effect from the point of view of pictorial composition.

H. Color.

Never use more than two colors at a time.

I. Matter.

Finally and always minimize your matter to the essence of your message and remember that the point of view of the majority of the public rather than the librarian's private sentiments must be put forth.

J. A stock list of bulletin board subjects should be at hand for times when daily news has no pertinent appeal.

For instance: Subjects for debates, with briefs; neighborhood history, industries, and points of interest; notices of lecture courses offered and all educational and recreational opportunities free to the public. For some time notes about men of the neighborhood who fought in Europe, the decorations they received, etc., will be of compelling interest.

Study courses that open the door on live issues will be welcomed by individual students and clubs. The public is ready to

grapple with such subjects as the League of Nations, Freedom of the Seas, the Czecho-Slovaks, Government Ownership of Railways, Trade Opportunities in Siberia and South America. Call to your aid in making these outlines local experts, the State university and university extension workers. Let the Bulletin Board carry a suggested study course that invites the community to find out why the world goes around.

IN THIS COUNTRY WE ARE IN A FAIR WAY TO DEVELOP WHAT WE CALL THE COMMUNITY SPIRIT AND NOW THAT "A GREAT TIDE IS RUNNING IN THE HEARTS OF MEN," NOW IS THE TIME TO GO WITH THAT TIDE TO LET IT SWEEP US TOGETHER INTO A COMRADESHIP THAT WILL THINK NOTHING GOOD THAT IS GOOD FOR ONE AND EVIL FOR ANOTHER.

THE ONENESS OF PURPOSE WHICH WE HAVE DEVELOPED, THE ONENESS OF ACTION WE HAVE BROUGHT ABOUT IN HELPING TO WIN THE WAR, MUST BE TURNED TO HELPING MAINTAIN A JUST AND LASTING PEACE.

THE TRANSITION FROM WAR TO READJUSTMENT AND PEACEFUL PROGRESS SHOULD BRING NO GREATER SHOCK THAN IS EXPERIENCED IN WALKING FROM ONE CAR TO ANOTHER OF A MOVING TRAIN. IF WE JUMP OFF THE SHOCK MAY KILL OR MAIM US, BUT THE TRAIN WILL GO ON JUST THE SAME.

INTRODUCTORY STATEMENT

THE library of to-day must be a workshop where each member of the community will find the proper tools ready to hand whether his work is pigs or pig iron, oranges or maple sugar. The library that is not fitted to the community and does not have its resources in workable reach is a mere mausoleum of books and a filing cabinet of bulletins. Nor can libraries be cut to a pattern, for no two communities have the same index number, and the true librarian will find the index number of his community and fit the library to that number.

We wish to help you in this work of hooking up the library to the community. The Government publishes a wealth of material touching every phase of American life, and this you can have for the asking, but to file it all represents a waste of time, space, and print. Florida is busy with oranges, celery, and tick eradication, but cares nothing for sugar maples; Iowa is in the corn belt and cares nothing for oyster beds.

This bulletin will attempt a brief digest of current Government activities and will suggest timely topics for library publicity. Furthermore, we shall tell where additional material may be found, leaving it to your initiative to obtain the documents needed in your locality.

Librarians may cooperate by giving publicity to any of these Government items which appeal. It might be a good idea to have different days for the different departments. For instance, Treasury Day, when thrift books could be on the shelves near the bulletin board; Labor Day, when books on building construction could be displayed.

For further information on any of the activities noted, write the various departments or the National Library Service, Division of Educational Extension, Department of the Interior, Washington, D. C.

AGRICULTURE

The Library a Community Pivot.

The community is the center around which construction and reconstruction hopes to build, and the League of Nations is in reality an extended community. In your narrow confines the library and the school are pivotal in Government plans for community growth. The Department of Agriculture, for instance, seeks to reach the specific needs of each locality through the States Relations Service.

The target of the present campaign is a Farm Bureau in every county and a home bureau in every town, with county agents, home demonstration agents, and leaders of girls' and boys' clubs. But the agent is one who acts for the people, clearing the way for local leaders to satisfy local needs. The library can furnish information to such leaders, suggest movements, and direct work through the proper channels—that is, make the agent necessary and assist all forces directed toward the social and economic development of the community.

The County Farm Bureau.

A county farm bureau is an institution for the development of a county program of work in agriculture and home economics, and for cooperating with State and Government agencies in the development of profitable farm management and efficient and wholesome home and community life, for man, woman, and child. It is organized agricultural democracy, by means of which farmers and their families express themselves concerning all matters relating to the advancement of agricultural, home, and community life.

The Home Bureau

A city home bureau is an organization for the development of a city program of work in home economics furthered by city women with the cooperation of the municipal government and extension division of the State agricultural college and the United States Department of Agriculture. Such an organization is the outgrowth of the Government's recognition of home problems in war time and the service the home may render in winning the war. This recognition was expressed August, 1917, by the passage of the Emergency Food Production Bill, making available under certain conditions for city as well as country women the services of resident home demonstration agents and of State-wide organizers and specialists in home economics, for home economy and for food production and conservation as a means for winning the war.

For leaflets, bulletins, and further information address A. C. True, States Relations Service, Department of Agriculture, Washington, D. C.

AMERICAN LIBRARY ASSOCIATION

Special measures should be taken to bring the best books, pamphlets, and periodicals about the various professions and occupations to the attention of returning soldiers, sailors, and war workers seeking work.

The Library War Service of the A. L. A. has offered to supply to public libraries at cost, in any quantity, the 24 vocational book lists now being distributed in camps and hospitals, on transports, and overseas. These lists, which give popular annotations on an average of six titles for each vocational subject, direct the men to the War Service Libraries, and, after discharge, to the public libraries.

The librarians should familiarize themselves with the function and location of the office of the United States Employment Service in order to give information to patrons who wish to be directed.

CIVIL SERVICE

While the present is not the best time to seek employment in the Federal civil service, for the reason that that branch of the Government was abnormally expanded to meet war conditions and is now being reduced, yet in an organization of such vast size and extent changes are constantly occurring, and some recruiting must be done at all times.

Information concerning examinations which are pending for the Federal classified civil service, and in connection with civil service generally, may be had at any time by applying to the secretary of the local board of civil service examiners at the post office or customhouse, or by writing directly to the United States Civil Service Commission, Washington, D. C.

For information concerning positions which are not classified under the Federal civil service law, application should be made to the head of the office in which the position is sought.

Note to Librarians.—See that you have the best Civil Service Manuals easily accessible to the public.

COMMERCE

The librarian will find the business man of to-morrow—the high-school student—keenly interested in much of the material the Department of Commerce has to offer. And the young scientist will grow enthusiastic over the achievements of this department; for instance, the tidal-predicting machine, the protection of seals and foxes in our Alaskan territory, or how heat, light, electricity, pressure, and power are measured.

Use your Government, for it offers a wealth of material that, if properly used, can make the dead matter of the textbook come forth and live to bear fruit in community development and business opportunity. Send for the little booklet, "The Department of Commerce." Study the field covered and your community to discover the points of contact. Then call on this department for specific material.

FOOD ADMINISTRATION

Just before sailing for Europe Mr. Hoover said to the librarians of America: "We count on you to give a prominent place to all printed words which will help explain the imperative food needs of the world and to inform the American people of the work before them. Your task is one of great responsibility, for these are times when no loyal American who knows his duty will fail to do it."

The Food Administrator for America has become also Director General of European Relief. What our part will be he has not yet specifically told us, but there is never need of our marking time.

In the brief period when active marching orders are lacking it is our duty, as well as our opportunity, to bulletin for our patrons the current food news of the world and to urge study of the history, industrial conditions, and manners and customs of the recently liberated countries. The people of Finland, the Baltic States, Serbia, Jugo-Slavia, Poland, Roumania, Bulgaria, Armenia, and Czecho-Slovakia are in sore need. We do not know when nor for what Mr. Hoover may call upon us, and we want to help, but are we ready? We are, if those countries mean more than a green, pink, or yellow space on the map. It is our job now to get a sympathetic understanding of those peoples who may be associated with us in a League of Nations. Mr. Hoover now counts on us to get for ourselves and our patrons the knowledge that will fit us to serve when he needs our service.

INTERIOR

To Extension Workers.

While this magazine service is conducted primarily for librarians, many of the suggestions, articles, and bibliographies aim at the promotion of a better understanding of current public questions. The publication, therefore, should be of great value to the staff of every University Extension Director, particularly to the Department of Public Discussion and General Information Bureau.

To Librarians.

Know Your University Extension Division.

Librarians will benefit greatly by a close acquaintance with the work that is being done in the extension divisions of their States other than agricultural, and with the resources that those divisions offer to libraries. Especially should they get into touch with the directors and bureau chiefs, whom they will find most anxious to cooperate.

LABOR

Division of Public Works and Construction Development.

Secretary William B. Wilson announces the formation of a Division of Public Works and Construction Development. A number of economists have been engaged to make careful investigations into the supplies and costs of building materials, amount and cost of labor and other factors affecting building. The building industry is considered pivotal, and although no effort will be made to stimulate building for which there is not sound economic reason, information regarding building will be collected and disseminated for persons interested in the industry. For information address Franklin P. Miller, 16 Jackson Place, Washington, D. C.

PUBLIC INFORMATION

The OFFICIAL UNITED STATES BULLETIN, created by order of the President during the war emergency, has been obliged, since the signing of the armistice, to curtail its free mailing list except to the diplomatic representatives of foreign countries in the United States, all Government officials and Government departments, and to the larger public libraries and chambers of commerce and boards of trade throughout the country. The paper is sent to these last named with the distinct understanding that it is to be kept on file by them and at all times accessible to the public.

RED CROSS

Relief and Readjustment work we have always with us, and the Red Cross is our agent. The American Red Cross is cooperating with foreign commissions now at work in France, Belgium, Italy, Greece, Serbia, and the Balkans.

Note to the Librarian.—It is not enough to read the Red Cross magazine. Sympathetic understanding is based on familiarity with conditions in the recently liberated countries; therefore, advertise to your public, books dealing with history, manners, and customs, and present conditions of those countries in which the Red Cross Commissions are active. Bibliography of Red Cross publications may be had on application to National Library Service.

TREASURY DEPARTMENT

The United States Government has undertaken during 1919 a general educational program on thrift. Americans were pre war wasters. Under the pressure of the war they acquired habits of thrift. To nationalize and perpetuate this newly acquired thrift habit is the task to which the United States Government, through the Treasury Department, has set its hand.

The sale by the Treasury of War Savings Stamps and Thrift Stamps will be continued throughout 1919. The actual handling of such sales, which offer a convenient and attractive method to the American people for wise buying, sane saving, and safe investment, will be taken care of by the governors of the twelve Federal Reserve Bank Districts. They, in turn, will be aided in their work, especially in an educational way, by the newly organized Savings Division of the Treasury Department, the members of which are educators, economists, and financiers.

The thrift educational program will reach every line of endeavor. Every community will feel the inspiration. The benefits of thrift will reach the man in the office, the man in the factory, the woman in the home, and the school child in the class room.

That continued thrift by the American Nation is necessary is universally recognized. The United States has many tasks to complete in Europe and hundreds of thousands of American soldiers to return to their homes. The American Army of Occupation must be maintained and comfortably clothed and fed. Much of the money to put through these and other projects, it is hoped, will be raised through the sale of War Savings Stamps

Thrift helped us win freedom. Without thrift we can not preserve freedom. From the bottom up, from the top down TOGETHER we must continue to practice THRIFT.

The United States Treasury is your agent on the thrift job. Any post office or bank will sell you stamps, and remember that a War Savings Stamp is a safe, sane investment and pays good interest.

Benjamin Franklin "Thriftograms."

Gain may be temporary and uncertain, but expense is constant and certain.

Beware of small expenses; a small leak will sink a great ship.

He that waits upon fortune is never sure of a dinner.

Look before or you'll find yourself behind.

Every little makes a mickle.

Save and have.

VOCATIONAL EDUCATION

Division of Rehabilitation.

On November 29, 1918, President Wilson wrote: "This Nation has no more solemn obligation than healing the hurts of our wounded and restoring our disabled men to civil life and opportunity. The Government recognizes this, and the fulfillment of the obligation is going forward fully and generously. The medical divisions of the War and Navy Departments are rendering all aid that skill and science make possible; the Federal Board for Vocational Education is commanded by law to develop and adapt the remaining capabilities of each man so that he may again take his place in the ranks of our great civilian army. The cooperation and interest of our citizens is essential to this program of duty, justice, and humanity. It is not a charity. It is merely the payment of a draft of honor which the United States of America accepted when it selected these men and took them in their health and strength to fight the battles of the Nation. They have fought the good fight; they have kept the faith; and they have won. Now we keep faith with them, and every citizen is indorser on the general obligation."

LIST OF STATE UNIVERSITY EXTENSION DIVISIONS AND DIRECTORS.

University of Arkansas	Fayetteville, Ark	B. C. Riley.
University of California	Berkeley, Cal	Leon J. Richardson (acting).
University of Colorado	Boulder, Colo	Loran D. Osborn.
University of Idaho	Moscow, Idaho	L. W. Fluharty.
University of Indiana	Bloomington, Ind	F. W. Shockley (acting).
University of Iowa	Iowa City, Iowa	O. E. Klingaman.
University of Kansas	Lawrence, Kans	Harold Ingham (acting).
University of Kentucky	Lexington, Ky	F. L. McVey (president).
University of Maine	Orono, Me	Robert J. Aley (president).
State Board of Education	Boston, Mass	James A. Moyer (Ext. Dir.).
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University of North Dakota	Grand Forks, N. Dak	George Wilson.
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University of Pennsylvania	Philadelphia, Pa	W. D. Mead.
University of South Carolina	Columbia, S. C	Reed Smith.
University of South Dakota	Vermilion, S. Dak	R. L. Slagle (president).
University of Tennessee	Knoxville, Tenn	Dean Ferris (in charge).
University of Texas	Austin, Tex	E. D. Shurter.
University of Utah	Salt Lake City	F. W. Reynolds.
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